



## SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT APPLICATION

Liberty Lake Planning & Building Services  
22710 E. Country Vista Drive, Liberty Lake WA 99019  
Phone: (509) 755-6707 Fax: (509) 755 6713  
Website: www.libertylakewa.gov

**A PRE-APPLICATION CONFERENCE IS REQUIRED PRIOR TO SUBMITTAL OF THIS APPLICATION. TO SCHEDULE A PRE-APPLICATION CONFERENCE, PLEASE CONTACT PLANNING & BUILDING SERVICES.**

### APPLICATION - PART 1

**ANSWER THE FOLLOWING, AS APPLICABLE (ANSWER N/A IF NOT APPLICABLE)**

#### **APPLICANT 1:**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### **APPLICANT 2:**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### **AGENT/ CONSULTANT/ ATTORNEY:** (mandatory if primary contact is different from applicant or property owner)

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### **PROPERTY OWNER:**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### **PROPERTY OWNER 2 :** (if more than two property owners attach additional info/signature sheets)

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

The above signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the above listed agent/consultant/attorney to act as our agent with respect to this application.

**PROJECT INFORMATION**

Site Address / Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parcel Number(s) of Project / Proposal: \_\_\_\_\_

Section\_\_\_\_\_ Township\_\_\_\_\_ Range\_\_\_\_\_ Quarter Section: \_\_\_\_\_

Latitude (to the nearest minute - required for open water) \_\_\_\_\_

Longitude (to the nearest minute - required for open water) \_\_\_\_\_

Parcel Size(s): \_\_\_\_\_

Adjacent Area Owned or Controlled (acres or sq. ft.): \_\_\_\_\_

Parcel Number(s) of Adjacent Area: \_\_\_\_\_

Existing Use of Subject Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Description of the Existing Subject Property (include physical characteristics, improvements, & structures): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Description of the Surrounding Area (include adjacent uses, intensity of development, physical characteristics, improvements, & structures):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Proposed Use of Subject Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Shoreline Designation: \_\_\_\_\_ Associated Shoreline: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_ Land Use Designation: \_\_\_\_\_

School District: \_\_\_\_\_ Fire District: \_\_\_\_\_

Sewer Purveyor: \_\_\_\_\_ Water Purveyor: \_\_\_\_\_

What Activities Are Necessary to Accomplish the Project: \_\_\_\_\_

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Name of Public Road(s) Providing Access: \_\_\_\_\_

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Width of Property Fronting on Public Road: \_\_\_\_\_

Does the Proposal Have Access to an Arterial or Planned Arterial: ☐ YES ☐ NO

Name of Arterial Road(s): \_\_\_\_\_

Does the proposal meet all Development Code standards? ☐ YES ☐ NO

If not, has one or more variances been requested? ☐ YES ☐ NO

Does the proposal meet all City Shoreline Program standards? ☐ YES ☐ NO

If not, please describe: \_\_\_\_\_

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## **APPLICATION - PART 2**

### **THE ITEMS BELOW MUST BE SUBMITTED WITH YOUR APPLICATION, AS APPLICABLE:**

☐ **APPLICATION FORM**

Submit completed application on the attached form with all signature blocks completed and non-refundable application fees and associated environmental fees (contact Planning & Building Services for a copy of the current fee schedule). *Acceptance of the application and fees does not guarantee approval of the shoreline substantial development permit).*

☐ **AGREEMENT TO PAY FEES**

☐ **SITE ANALYSIS MAP (EXISTING SITE CONDITIONS)** - Submit 1 hard copy of the site analysis map drawn to scale and 1 .pdf (on CD). At a minimum the site map shall contain the following, as applicable:

- a. The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions, and gross area shall be identified;
- b. Ordinary high water mark of all water bodies located adjacent to or within the boundary of the project (This may be an approximate location provided, that for any development where a determination of consistency with the applicable regulations requires a precise location of the ordinary high water mark the mark shall be located precisely and the biological and hydrological basis for the location as indicated on the plans shall be included in the development plan. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline.)
- c. Existing land contours (The contours shall be at intervals sufficient to accurately determine the existing character of the property. Areas within the boundary that will not be altered by the development may be indicated as such and contours approximated for that area.)
- d. A general indication of the character of vegetation found on the site.
- e. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjacent to the site;
- f. Potential natural hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the City, County, or State as having a potential for geologic hazards;
- g. Resource areas, including marsh and wetland areas with location and size, streams, wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection (indicate if they will be altered or used as a part of the development);
- h. Site features, including existing structures, pavement, rock outcroppings, areas having unique views, and drainage ways, canals, and ditches;
- a. Stormwater management facilities
- i. Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;
- j. The general location, size, and species of existing trees and other vegetation having a caliper (diameter) of 12 inches or greater at four feet above grade;
- k. North arrow, scale, and names and addresses of all persons listed as owners on the most recently recorded deed.
- l. Name and address of project designer, contact person, engineer, surveyor, and/or planner, as applicable.
- m. Other information, as determined by the City. The City may require studies or exhibits prepared by qualified professionals to address specific site features.

☐ **ASSESSOR'S SECTION MAPS**

Submit **1** copy of current County Assessor maps showing the subject property outlined in red and adjacent property owned or under option to the owner or sponsor (indicate adjacent property with a red dashed line). Adjacent includes property located across roads and rivers, etc.

Assessor maps are available at the County Assessor's Office and must be current (less than 30 days old) at the time of submittal and stamped by a licensed land surveyor. Platted (1"=200') and range (1"=400') parcel maps must be obtained, as you may need both sets, depending on your property location. The maps are used for legal notification of property owners adjacent to the property (shown in red).

Note: The property does not have to be surveyed at this time. The map stamped by a licensed land surveyor verifies the written legal description for the subject property is an approximate representation on the map.

☐ **ZONING SECTION MAP**

Submit **1** copy of the official zoning map with the zoning labeled on the property. The zoning boundary shall be stamped by a licensed land surveyor. Copies of official zoning maps are obtainable from the City of Liberty Lake. (The written legal description(s) on the application form and the zoning boundary(s) shown on the map shall coincide).

Note: The property does not have to be surveyed at this time. The map stamped by a licensed land surveyor verifies the written legal description for the subject property is an approximate representation on the map.

☐ **LEGAL DESCRIPTION**

The source of the legal description shall be clearly indicated and the legal description shall be stamped by a licensed land surveyor.

☐ **ENVIRONMENTAL CHECKLIST**

☐ **CERTIFICATE OF WATER & SEWER AVAILABILITY (if applicable)**

Submit **1** copy of a signed certificate of water availability from the water purveyor and 1 copy of a letter from the sewer purveyor discussing how sewer will be provided to the site (size of lines and improvements required to connect) and whether the required improvements are in conformance with the approved sewer comprehensive plan or an amendment to the sewer comprehensive plan is required.

☐ **REQUIRED PUBLIC NOTICE** - Planning & Building Services staff will provide you with the preparation instructions at the Pre-Application Conference.

☐ **SITE PLAN**

Submit **1** hard copy of the proposal (11" x 17" minimum), stamped by a licensed land surveyor, with written legal description and **1** .pdf (on CD). At a minimum the Site Plan shall contain the following, as applicable:

- b. Scale of drawing & North arrow
- c. Vicinity map
- d. Site area showing property boundaries & dimensions
- e. Dimensions from proposed structures to the ordinary high-water mark of all water bodies
- f. Location and size of all wetlands (indicate if they will be altered or used as a part of the development)
- g. Stormwater management facilities
- h. Proposed buildings (including exterior decks/balconies) showing dimensions and distance to property boundaries
- i. Height of all structures
- j. Parking areas/ spaces/ driveways
- k. Fencing
- l. Easement(s) affecting the use of the property
- m. Septic tank, drainfield, and well
- n. Width and names of streets adjacent to the site
- o. Easement which provides access to the public street
- p. Access, if different from easement

- ☐ **DEVELOPMENT PLAN**  
Submit 1 hard copy of the proposal (11" x 17" minimum) and 1 .pdf (on CD). Plans for development of areas on or off the site as mitigation for impacts associated with the proposed project and a depiction of the impacts to views from existing residential uses and public areas, as applicable.
- ☐ **PRELIMINARY GRADING PLAN**  
Submit 1 hard copy (11" x 17" minimum), stamped by a licensed engineer and 1 .pdf (on CD). At a minimum the Preliminary Grading Plan shall contain the following, as applicable:
  - a. Quantity, source and composition of any fill material that is placed on the site whether temporary or permanent.
  - b. Quantity, composition and destination of any excavated or dredged material.
  - c. Proposed land contours (the contours shall be at intervals sufficient to accurately determine the extent of proposed change to the land that is necessary for the development)
- ☐ **ARCHITECTURAL DRAWINGS OF ALL STRUCTURES**  
Submit 1 hard copy (11" x 17" minimum), stamped by a licensed architect / engineer and 1 .pdf (on CD)
- ☐ **LANDSCAPE PLAN**  
Submit 1 hard copy (11" x 17" minimum), stamped by a licensed landscape architect and 1 .pdf (on CD). At a minimum the Landscape Plan shall contain the following, as applicable:
  - a. The location and height of existing and proposed fences and other buffering or screening materials;
  - b. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
  - c. The location, size, and species of the existing and proposed plant materials (at time of planting);
  - d. Existing and proposed building and pavement outlines;
  - e. Specifications for soil at time of planting and anticipated planting schedule.
  - f. Irrigation system (if plantings are not drought-tolerant, may be automatic or other approved method of irrigation)
  - g. Other information as deemed appropriate by P&CD. An arborist's report may be required for sites with significant vegetation that is protected under City Development Code Article 10-3C.

☐ **OTHER EXHIBITS OR APPLICATIONS**

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☐ **CONCERNS OR NOTES**

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### **APPLICATION - PART 3**

#### **SURVEYOR VERIFICATION**

I, THE UNDERSIGNED, A LICENSED LAND SURVEYOR, HAVE COMPLETED THE INFORMATION REQUESTED. THE MAP / SITE PLAN HAS BEEN PREPARED BY ME OR UNDER MY SUPERVISION IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF LIBERTY LAKE ZONING / SUBDIVISION REGULATIONS AND THE LAWS OF THE STATE OF WASHINGTON.

PRINTED NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SIGNATURE OF SURVEYOR \_\_\_\_\_ DATE \_\_\_\_\_

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I, THE UNDERSIGNED, SWEAR OR AFFIRM UNDER PENALTY OF PERJURY THAT THE ABOVE RESPONSES ARE MADE TRUTHFULLY AND TO THE BEST OF MY KNOWLEDGE. I FURTHER SWEAR OR AFFIRM THAT I AM THE OWNER OF RECORD OF THE AREA PROPOSED FOR THE PREVIOUSLY IDENTIFIED LAND USE ACTION, OR, IF NOT THE OWNER. ATTACHED HERewith IS WRITTEN PERMISSION FROM THE OWNER AUTHORIZING MY ACTIONS ON HIS/HER BEHALF.

PRINTED NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SIGNATURE OF APPLICANT OR REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

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STATE OF WASHINGTON     )  
  ) ss:  
CITY OF LIBERTY LAKE     )

Notary: Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of Washington

Residing at: \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_

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**THIS APPLICATION AND ALL SUPPORTING MATERIAL REQUIRED BY THE CITY MUST BE SUBMITTED AT THE TIME OF APPLICATION IN ORDER FOR THE APPLICATION TO BE COMPLETE.**

**(PLANNING & BUILDING SERVICES OFFICE USE ONLY)**

DATE RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

DATE COMPLETE: \_\_\_\_\_

FILE NUMBER: \_\_\_\_\_

TOTAL FEES: \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

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